

**CONFIDENTIAL**

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REASON

Assistant Director for Operations

1948

Chief, FBIB

Teletypists

1. The current FBIB Table of Organization authorizes 18 teletypists, including supervisors, which is considered ample for present operations plus the wire service to the SBC which will be implemented when requested by the SBC.

2. Nine teletypists, including supervisors, are essential for present operations.

3. At present, of the nine persons who have been completely processed and assigned to FBIB, one is on extended and indefinite sick leave, a second is on leave without pay until sometime after 1 September 1948, and a third is on leave without pay until sometime after 15 November 1948, leaving only six actually available for duty. Leave without pay in the two cases mentioned was granted as an alternative to accepting the resignations of these employees. This was considered advisable due to the long period required to recruit and process replacements.

4. It has, therefore, been necessary to detail two clerk typists from the Typist Unit and one clerk typist from the Technical Information Unit of the Editorial Division to the Teletypist Unit in order to continue, with decreased efficiency, the necessary teletypist operation.

5. The subsequent reduction in the Typist Pool, which was already two under strength, has resulted on 12 and 13 July, and may result in the future, in failure to finish cutting all stencils and delivery to the Services Branch on schedule, which in turn has made it impossible for the Services Branch to reproduce and deliver the Daily Report until the following day.

6. FBIB understands that five teletypists are now in the pool awaiting clearance, but that it is uncertain as to whether or not two of them will actually be assigned to FBIB when they are cleared.

7. The Chief, Personnel Branch, has been urgently requested to assign to FBIB with the least possible delay three male teletypists or teletype trainees who do not object to working during the hours of 1800 to midnight or midnight to 0800.

8. Until these teletypists are assigned and actually on duty in FBIB, there is no alternative but to curtail operational efficiency.

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cc: Chief, Personnel Branch